

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Agricultural Foreman

Class Code: 80610

A. Purpose:

Provides assistance in agricultural research by being the lead worker in the preparation, maintenance, and observation of experimental research plots and animal herds and by recording and compilation of research data.

B. Distinguishing Feature:

The Agricultural Foreman serves as a lead worker over senior agricultural research technicians and agricultural research technicians by assigning and reviewing work; feeds and cares for livestock; collects and records research data; repairs and maintains equipment, buildings and grounds; and operates feed processing mills and farm machinery.

The Farm Manager supervises and directs the activities of farm labor personnel at a research station or inmates if a Farm Manager is at a penitentiary.

The Agricultural Research Manager/Specialist is responsible for performing specialized functions or independently managing a major area or areas of an agricultural research project or livestock unit. The incumbent assists or serves as the project leader in one or more of the following areas: planning, supervising, and assigning tasks in such areas as a greenhouse, seed house, livestock unit and/or field operation; developing, maintaining and modifying computer systems and electronic equipment for agricultural research; working with co-operators; and/or performing agricultural laboratory management duties.

Senior Agricultural Research Technician conducts research projects that have been developed by a project leader; designs and conducts research, summarizes the data collected and prepares the final report; and develops new flora or fauna lines and analyzes samples.

The Agricultural Research Technician cares for livestock on a research farm or institution, performs field work, operates feed processing mills, weighs and packages seed for seeding research plots and pollinates and cross pollinates plants; records research data as prescribed by a project leader and prepares, maintains and harvests field research plots.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Acts as lead worker over agricultural technicians to ensure the research is conducted properly by planning, assigning, scheduling and directing the work of others.
2. Cares for animal herds to ensure a healthy herd.
 - a. Feeds herd.
 - b. Grooms herd.
 - c. Vaccinates herd.
3. Maintains field plots so the research can be conducted properly.
 - a. Prepares the plot.
 - b. Plants the crop.
 - c. Harvests the crop.
4. Collects and records research data to be used to determine the results of an agricultural project.

5. Operates all types of machinery to carry out assigned duties.
6. Maintains farm buildings and machinery to maintain a healthy and safe environment.
 - a. Cleans barns and stalls.
 - b. Repairs buildings and fences.
 - c. Repairs equipment and machinery.
 - d. Mows the grass.
 - e. Removes snow.
7. Performs other work as assigned.

D. Reporting Relationships:

Reports to a university or college office manager.

E. Challenges and Problems:

Challenged to follow the experiment outline exactly as written and collect and record data accurately to ensure the experiment is successful.

Typical problems include maintaining a healthy herd of livestock, following the established experiment procedure, taking accurate field notes, repairing equipment quickly to avoid lost time, and keeping the experiment on schedule during inclement weather.

F. Decision-making Authority:

Decisions made include the type of medication to be used to treat sick animals, the work assignments of the agricultural technicians, the repairs needed on equipment, and the breeding bulls to use.

Decisions referred include designing the experiment, determining the collection date of the research data, prioritizing the work schedule, and approving all major repairs. Approval is needed from the supervisor before supplies can be ordered.

G. Contact with Others:

Daily contact with the supervisor, Agricultural Research Technician, and the Senior Agricultural Research Technician conducting the research project regarding the status of the project. Occasional contact with a veterinarian for the treatment of an animal.

H. Working Conditions:

Works at farm research stations. The Foreman is required to be outdoors a majority of the time. The Foreman works with and around animals, chemicals, and pesticides, all of which can be potentially hazardous to one's health. Heavy lifting of animals and bags of feed and fertilizer is also required of this position.

I. Knowledge, Skills and Abilities:

Knowledge of:

- procedures and techniques required to analyze laboratory results;
- horticultural, range and/or greenhouse management practices;

- safety requirements for working with or around machinery, chemicals, and/or large and small animals;
- effective methods of supervision;
- plants and trees in the area of physiology and genetics;
- greenhouse operations including the propagation of plants.

Ability to:

- communicate information clearly and concisely;
- perform acceptable farming procedures and practices;
- operate and maintain field, research, and chemical application equipment;
- handle all sizes of animals including feeding, health care, and measuring responses to treatment;
- do hard physical labor for several hours at a time in all weather conditions;
- develop laboratory techniques and conduct laboratory analysis and calculations;
- supervise.